



Cazadero Community Services District

Cazadero CA

The Cazadero Community Services District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the CSD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB DESCRIPTION – District Administrator

The following duties are normal for this position. The omission of specific statements of the duties does not limit them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a Community Services District.

GENERAL PURPOSE

The primary function of an employee in this class is to perform routine office and administrative duties for the Community Services District. Additionally, this employee may be assigned to other duties as necessary. The work is performed under the direct supervision of the CSD Board President and functional supervision of the Russian River Fire Protective Services Chief. The principal duties of this class are performed in a public building environment and include use of electrically powered computers and office equipment that may involve related hazards.

ESSENTIAL DUTIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job involves and what is required to perform it. The employee is responsible for all other duties as assigned.

- Pickup mail at Post Office
- Review correspondence
- Prepare and develop annual budget
- Arrange to pay invoices on a timely basis
- Verification of invoices presented by vendors for accuracy
- Prepare a/p checks for Board Member's signatures
- Post agendas and prepare Board Packets
- Maintain and balance checking account and general ledger
- Maintain a fixed asset ledger and depreciation schedule
- Prepare monthly payroll and payroll reports
- Check e-mail directed to district
- Prepare Annual Special Districts report
- Interface with Federal, State and County officials
- Receive, document and deposit all checks in a timely manner
- Maintain district records
- Manage on line bills (utilities)
- Purchase office supplies as necessary

MINIMUM QUALIFICATIONS

Work requires a High School diploma or GED equivalency. Two years college level education, with focus on accounting is preferred. Proficiency in QuickBooks Pro and Microsoft Office Suite is mandatory. Must possess a valid California Driver's License.

Preferred Qualifications:

- One (1) year office management experience

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of CSD management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- *Methods, materials, tools and standard practices of office management*
- *Intermediate Accounting skills and proficiency with QuickBooks Pro.*
- *Basic Human Relations as related to state and county requirements.*

Ability to:

- *Follow written and oral instructions*
- *Operate, maintain and perform minor repairs to powered office equipment.*
- *Operate computer and office equipment including, but not limited to, adding machines, calculators, within the office.*
- *Communicate effectively with the public and other employees*

PERFORMANCE APTITUDES

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.